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## **NATIONAL ARCHIVES AND RECORDS ADMINISTRATION**

[NARA-2014-044]

Records Schedules; Availability and Request for Comments

**AGENCY:** National Archives and Records Administration  
(NARA) .

**ACTION:** Notice of availability of proposed records  
schedules; request for comments.

**SUMMARY:** The National Archives and Records Administration (NARA) publishes notice at least once monthly of certain Federal agency requests for records disposition authority (records schedules). Once approved by NARA, records schedules provide mandatory instructions on what happens to records when no longer needed for current Government business. They authorize the preservation of records of continuing value in the National Archives of the United States and the destruction, after a specified period, of records lacking administrative, legal, research, or other value. Notice is published for records schedules in which agencies propose to destroy records not previously authorized for disposal or reduce the retention period of records already authorized for disposal. NARA invites public comments on such records schedules, as required by 44 U.S.C. 3303a(a) .

**DATES:** Requests for copies must be received in writing on or before [INSERT DATE 30 DAYS FROM PUBLICATION IN THE FEDERAL REGISTER]. Once the appraisal of the records is completed, NARA will send a copy of the schedule. NARA staff usually prepare appraisal memorandums that contain additional information concerning the records covered by a proposed schedule. These, too, may be requested and will be provided once the appraisal is completed. Requesters will be given 30 days to submit comments.

**ADDRESSES:** You may request a copy of any records schedule identified in this notice by contacting Records Management Services (ACNR) using one of the following means:

Mail: NARA (ACNR), 8601 Adelphi Road, College Park, MD  
20740-6001

E-mail: [request.schedule@nara.gov](mailto:request.schedule@nara.gov)

FAX: 301-837-3698

Requesters must cite the control number, which appears in parentheses after the name of the agency which submitted the schedule, and must provide a mailing address. Those who desire appraisal reports should so indicate in their request.

**FOR FURTHER INFORMATION CONTACT:** Margaret Hawkins,  
Director, Records Management Services (ACNR), National  
Archives and Records Administration, 8601 Adelphi Road,

College Park, MD 20740-6001. Telephone: 301-837-1799. E-mail: request.schedule@nara.gov.

**SUPPLEMENTARY INFORMATION:** Each year Federal agencies create billions of records on paper, film, magnetic tape, and other media. To control this accumulation, agency records managers prepare schedules proposing retention periods for records and submit these schedules for NARA's approval. These schedules provide for the timely transfer into the National Archives of historically valuable records and authorize the disposal of all other records after the agency no longer needs them to conduct its business. Some schedules are comprehensive and cover all the records of an agency or one of its major subdivisions. Most schedules, however, cover records of only one office or program or a few series of records. Many of these update previously approved schedules, and some include records proposed as permanent.

The schedules listed in this notice are media neutral unless specified otherwise. An item in a schedule is media neutral when the disposition instructions may be applied to records regardless of the medium in which the records are created and maintained. Items included in schedules submitted to NARA on or after December 17, 2007, are media neutral unless the item is limited to a specific medium. (See 36 CFR 1225.12(e).)

No Federal records are authorized for destruction without the approval of the Archivist of the United States. This approval is granted only after a thorough consideration of their administrative use by the agency of origin, the rights of the Government and of private persons directly affected by the Government's activities, and whether or not they have historical or other value.

Besides identifying the Federal agencies and any subdivisions requesting disposition authority, this public notice lists the organizational unit(s) accumulating the records or indicates agency-wide applicability in the case of schedules that cover records that may be accumulated throughout an agency. This notice provides the control number assigned to each schedule, the total number of schedule items, and the number of temporary items (the records proposed for destruction). It also includes a brief description of the temporary records. The records schedule itself contains a full description of the records at the file unit level as well as their disposition. If NARA staff has prepared an appraisal memorandum for the schedule, it too includes information about the records. Further information about the disposition process is available on request.

**SCHEDULES PENDING:**

1. Department of Defense, Office of the Secretary of Defense (DAA-0330-2014-0013, 1 item, 1 temporary item). Master files of an electronic information system used to provide continuous updates and evaluation of personnel security clearances.

2. Department of Defense, Defense Logistics Agency (DAA-0361-2014-0006, 10 items, 10 temporary items). Records used to facilitate procurement actions, including customer, contract, financial, and transportation data.

3. Department of Defense, Defense Logistics Agency (DAA-0361-2014-0007, 1 item, 1 temporary item). Records certifying that confined spaces are safe for entry.

4. Department of Defense, Office of Inspector General (DAA-0509-2014-0003, 1 item, 1 temporary item). Tracking logs for copies of classified information.

5. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response (DAA-

0468-2014-0001, 3 items, 3 temporary items). Records related to safety training and medical credential verification for medical personnel who respond to public health emergencies.

6. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response (DAA-0468-2014-0002, 2 items, 2 temporary items). Working files and master files of an electronic information system relating to mortuary services during public health emergencies.

7. Department of Justice, Drug Enforcement Administration (DAA-0170-2014-0004, 1 item, 1 temporary item). Master files of an electronic information system containing registration applications for the manufacture and distribution of controlled substances.

8. Department of Justice, United States Marshals Service (DAA-0527-2013-0013, 7 items, 2 temporary items). Records of the Historian's Office including routine program files and working papers. Proposed for permanent retention are agency historical materials, program files, historical photographs, publications, and source materials.

9. Department of Labor, Employment and Training Administration (N1-369-09-2, 1 item, 1 temporary item).

Master files of an electronic information system used to track, manage, and review grant records.

10. Department of Transportation, Federal Highway Administration (N1-406-11-3, 6 items, 4 temporary items). Master files of an electronic information system used to report performance data on the highway system. Proposed for permanent retention are processed data files and spatial data files.

11. Department of Transportation, National Highway Transportation Safety Administration (N1-416-11-6, 3 items, 1 temporary item). Master files of an electronic information system containing vehicle safety equipment and component test data. Proposed for permanent retention are master files of electronic information systems containing vehicle test data and biomechanical test data.

12. Department of Transportation, Office of Inspector General (DAA-0398-2013-0001, 33 items, 25 temporary items). Comprehensive schedule covering various administrative records relating to the office's policy and organization, correspondence, investigations, audits, legal affairs, and publicity. Proposed for permanent retention are reports and transcripts of testimonies to Congress, speeches of the Inspector General, directives, organizational files,

investigative case files of significant value, final audit reports, and press releases.

13. Environmental Protection Agency, Agency-wide (DAA-0412-2013-0009, 5 items, 4 temporary items). Records related to the coordination of information and technology resources and systems, including system maintenance activities, information technology infrastructure maintenance, and information systems security functions. Proposed for permanent retention are historically significant information technology management records.

14. Library of Congress, Agency-wide (DAA-0297-2014-0011, 10 items, 9 temporary items). Records relating to outreach activities, including event planning files, marketing files, tour and visitor service files, and exhibition production files. Proposed for permanent retention are records documenting approval and content of exhibits produced by the Library.

15. Library of Congress, Agency-wide (DAA-0297-2014-0013, 2 items, 1 temporary item). Development administrative files. Proposed for permanent retention are development program files documenting official actions of donor groups and other fundraising activities.

16. Office of Personnel Management, Human Resource Solutions (DAA-0478-2014-0008, 2 items, 2 temporary items).



Records relating to agency-sponsored scholarship and  
internship programs.

Dated: July 16, 2014

Paul M. Wester, Jr.,  
Chief Records Officer for the U.S. Government.

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